**<date>**

Dear <**supervisor's name**>,   
   
I am requesting to attend [**WE23**](https://we23.swe.org/), the world’s largest conference for women in engineering that is taking place in **Los Angeles, CA from October 26th-28th, 2023**.

As the annual conference of the Society of Women Engineers, **WE23 offers over 200 sessions** and a vast range of professional development options that are directly applicable to my work. There will also be networking opportunities with industry experts who are facing and solving the same challenges we encounter every day.

I am seeking sponsorship for the registration fee, travel and housing expenses to the conference, and living expenses during the event.

After reviewing the conference agenda, I have identified a number of sessions that will arm me with a new understanding of how we can improve our processes and drive innovation. These sessions cover timely issues and present solutions that will positively impact my work, and in turn, **<organization name>**. Further, each session is CEU-accredited.

**<Insert personalized paragraph and/or sessions that will benefit specific projects/programs>**

Gaining all this information at one conference will reduce the cost and resources of researching this breadth of topics on our own. When I return, I will report back on key lessons learned and share information readily with my colleagues.

I believe that the opportunities for professional development, education, and networking make my attendance at **WE23 in Los Angeles** a wise investment for <**name of organization**>.

Please consider approving the necessary funding for my involvement in WE23. More information is available at [**we23.swe.org**](https://we23.swe.org/), and if you have further questions, I would be happy to discuss.   
   
Sincerely,

<**attendee name here**>